

Event Management Services

Venue

- Negotiate favourable rates with the conference venue
- Book and manage appropriate space and equipment in the venue
- Liaise with venue personnel and external conference supplier's requirements
- Co-ordinate food and beverage requirements | Seating and tabling arrangements
- Co-ordinate social activities as requested

Speaker Selection and Liaison

- Assist with Conference Program abstract process, abstract selection
- Liaise with selected presenters as to travel, accommodation and other requirements
- Design Presenters Information Sheet with audio-visual requirements and other production support for their presentations
- Prepare Power Point Conference Slides

Promotion

- Prepare copy for preliminary flyer and pre-event publicity
- Promotion via social media
- Distribute media announcements (pre-event) and organise any media activities pre-event
- Selection of any event accessories (satchels etc.)

Conference accessories

- Co-ordinate design, production and distribution of all conference brochures, programs, and other printed material e.g. invitations, badges, menus | Procure all conference accessories

Accommodation

- Arrange and offer a range of accommodation alternatives for presenters and participants

Administration

- Arrange conference/event insurance to cover liability | Carry out all aspects of on-site management
- Ensure all on-site staff are fully briefed and trained
- Assist with Risk Management processes

Registration

- Administer delegate registrations and enquiries if required
- Design, create and host web page for Registration forms so delegates can enter all their details and make online payments through a secure online payments facility
- Receipt of all fees from delegates | Dispatch confirmation letters, invoices and receipts
- Provide regular statistical reports to the Organising Committee

Budget and Cash flow

- Prepare budget according to proposal for approval | Prepare appropriate cash flow for approval
- Monitor, prepare and present regular budget updates

Wrap up and evaluation

- Thank you letters to speakers and sponsors
- Prepare Report *and* Final budget and account reconciliation